



GOING OUT CHECKLIST

1. GOING OUT DETAILS

- What is the reason for Going Out

- Who is going out

- Where are you going

Name _____

Address _____

Phone Number _____

Contact Person _____

2. APPROVAL

- Email/letter to Gay, Susie and Business Manager providing information regarding Going Out (when, where, who, how.) *Template attached*

- Letter to parents providing information regarding Going Out (when, where, who, how.)
Template attached
- SAL Completed (when travelling greater 5km from school)
<https://www.eduweb.vic.gov.au/forms/school/sal>

Username: NG207701
Password: s947011

3. ADULT ASSISTANT

- Assistant
 Name _____
 Phone number _____
- Information sent to assistant with Going Out details (who, where, when, how.)
- Assistant completed Risk Management Plan. *Template attached.*
- Personalised thank you email sent to assistant after Going Out

4. TRANSPORTATION

- Mode of transport _____
- Map (and timetable) attached with directions below

- Transportation costs determined
 Total Amount _____
- Transportation costs collected

5. ASSOCIATED COSTS (IF RELEVANT)

- Cost of Goods _____
- Entry Costs _____
- Money collected

6. THINGS TO TAKE:
